
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Administrative Coordinator
RE: Weekly Update
DATE: January 26, 2012
CC:

Next Board of Selectmen meeting Monday January 28th at 5:30 p.m.

This week was slightly shortened with the holiday on Monday however with all the activity it certainly felt like a full week. The office has been adjusting to the upgraded version of QuickBooks and worked out a few bugs with Allan.

On Wednesday I processed the 2012 W-2s for our employees; we are waiting for the envelopes to come in so we can mail them out.

On Thursday Chief Bell, Gary, and I attended a seminar at Primex on the importance of conducting performance evaluations and how to do them effectively. Once budget season quiets down I plan to share my thoughts with you about the advisability of trying to improve our current use of performance evaluations.

I have informed Francetown Sand and Gravel that they can begin the demolition of the East Road pump house at their convenience. I also coordinated with ConVal to provide them with what they need so we can hold our Town Meeting at Francetown Elementary School.

After your meeting on Thursday with neighboring Boards of Selectmen and your decision to move the Budget Public Hearing to February 7th I did the associated postings and advertisements on Friday. I also revised the 2013 budget sheets as requested and inserted the 2012 actuals which, subject to any final adjustments, should not change from this point. The Department of Revenue Administration did a preliminary review of our Town Meeting Warrant and provided us with some suggestions.

Our new assessor Dave Marazoff is scheduled to be in the Town Offices for his first day Tuesday morning. The auditors will also be in next week so it should be another busy week.

Outstanding Projects list:

1. Tax Deeded Condo Unit 11 (**status update** – Town Counsel is working on coordinating the closing with the purchaser's attorney)
2. Sign Landscaping Contract (**status update** – I have sent this to Town Counsel for review)

3. 2013 Budget Development & Review Process (**status update** – DRA has reviewed our draft warrant and the budget hearing is scheduled for February 7th)
4. PSNH Abatement appeal & FairPoint court case